

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of October 16, 2012 Cabinet Meeting
Date: October 16, 2012

Members Present: Anderson, Bertch, Bohnet, Cannell, Collins, DeHaven, Hutchins, Ives, Johnson, Kocher and Schlack

Staff Present: Horton and Niewoonder

TBO

- The engagement survey will be launched today – employees will have 10 days in which to complete the survey.

Personnel and Operations

- Kudos! were given to:
 - Tom Howes, exhibit technician at the KVM, for finding a diamond that had been reported lost by an out-of-town visitor and getting it returned to the owner.
- Reality Check
 - The banner that is located near the front entrance to the TTC which is designed to discourage drunk driving will be removed.
- Hires/Resignations/Retirements
 - Rick Ives has accepted the position of Director of Public Safety, effective October 15 and his vacant position of assistant director of public safety will be posted.

Approval of Minutes

Approved the minutes of the October 9, 2012 meeting as corrected.

Other

- Approved the revised budget for the Mechatronics Academy for FY 2012-13 as proposed.
- Don Morris, a KVCC retiree, was recently given the *Air Force Good Conduct Medal*, the *National Defense Service Medal*, and the *Air Force Outstanding Unit Award* for his service in the Air Force during the 1960's. U.S. Congressman Fred Upton presented the awards to Don during a special ceremony last week
- The agenda for the October 30 Cabinet meeting will include a discussion on the topics of 1) repeat courses, 2) organizational changes/vacant positions, and 3) attendance at the upcoming Summit conference.

Discussion and Action Items

- *Planning Worksheet / Strategic Planning*
 - Continuing to hone the planning document in preparation for the November Board meeting. Additional feedback is being reviewed and incorporated.
- *Travel* – the following travel items were reported:
 - Marty Adams and Urminda Firlin will take a group of six PTK students to the “PTK Mini Honors Conference” being held at Schoolcraft College, Oct. 26-27.

- Gloria Larrieu and Caroline Whiting will participate in the “Healing the Heart of Democracy” conference – the conference will be held in Kalamazoo on the following days: Oct. 18, Oct. 25, Nov. 30 and Dec. 2.
- Mary Dey, Diane Finch, and Kathy Johnson will attend the Southwest Michigan Healthcare Consortium meeting in Battle Creek, Oct. 18
- Mike Collins, Jim DeHaven, Craig Jbara, Kathy Johnson and Marilyn Schlack will travel to Detroit on October 23 to meet with various individuals regarding “greening” Michigan initiatives.
- Authorized Renae Skutnik to attend the “Train the Trainer” workshop in Cincinnati, Dec. 3-5.
- *Grants*
 - KVCC, as part of the state consortium, was awarded its portion of the “credit when credit is due” grant.

Next Meeting – The next regular meeting is scheduled for ***Tuesday, October 30 at 8 a.m.***